



Candidate Filing Checklist

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1. Statement of Organization or \$500 Threshold Exemption Statement

A Statement of Organization registering the candidate's campaign committee **OR** a \$500 Threshold Exemption Statement must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions (A.R.S. § 16-902.01 (A)).

Once either a Statement of Organization or \$500 Threshold Exemption Statement has been filed, a candidate can begin collecting signatures on Nomination Petitions and begin completing all other necessary paperwork in order to run for office. The filing period for all other documents begins **May 2, 2016 and ends June 1, 2016 at 5:00 p.m.** Candidates (or their representative) must present **ALL** of the necessary paperwork at one time. Partial filings will not be accepted. Candidates will be taken on a first-come basis. The Election Department staff processes all completed paperwork presented before 5:00 p.m. the same day it is presented. Please be prepared to wait into the evening, if necessary. To avoid any waiting, file paperwork early in the filing period. Be aware that all forms and other documents submitted to the County Election Office are public record and available for viewing by the public immediately upon filing.

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2. Nomination Paper, Affidavit of Qualification & Campaign Finance Laws Statement

(All three (3) of these are on the same one (1) page form)

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Make sure to answer every question and fill in every blank.

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Write the candidate's name exactly how he/she wants it to be printed on the ballot. Refer to A.R.S. § 16-311 (G) for instruction on the permissible format of names on the ballot.

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The candidate must sign the form and have the signature notarized.*

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3. Financial Disclosure Statement

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Make sure to answer every applicable question and fill in every applicable blank. Refer to the "Instructions for Financial Disclosure Statements" provided by the Arizona Sec. of State's office.

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This Statement covers the 12-month period preceding the filing (This is a different time period from the public officer filing in January).

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The candidate must sign the form and have the signature notarized.*

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4. Nomination Petitions

*(Each circulator is responsible for witnessing **ALL** of the signatures on their petitions (A.R.S. § 16-321))*

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The candidate must file at least the minimum number of signatures required for the office sought. If there are too few, the Election Department staff cannot accept the Nomination papers.

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Ensure that the circulator portion on the back of each petition is complete.

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Did the circulator print his/her name, county, and complete actual residence address on each petition?

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Did the circulator sign each petition?

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Ensure that the signature portion of each petition is complete.

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Is there a printed name, actual residence address, description or P.O. Box and date, for each signature?

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5. Termination Statement

For a committee that does not exceed its \$500 Threshold Exemption, a Termination Statement shall be filed at the end of the election cycle in which the committee was formed.

*** The Election Director will notarize forms free of charge, if the signer presents appropriate picture identification.**